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| File Name | Emergency Evacuation & Disaster Preparedness Procedures - The SOBHA Academy |
| Reference | SKT - TSA PRO - IV - 002 |
| Date | 13-05-2025 |

1. Scope

This procedure applies to all individuals on school premises during emergencies including students, staff, visitors, and service providers.

2. Emergency Situations Covered

- Fire
- Earthquake
- Flood
- Storms / Typhoons
- Bomb Threats
- Intruder / Active Shooter
- Hazardous Chemical Spill
- Health Emergencies (e.g., Pandemic, Outbreak)

3. Roles and Responsibilities

| Role | Responsibilities |
|----------------------------------|-------------------------------------------------------------------------------------|
| Principal / School Head | Oversees the emergency plan; communicates with authorities and coordinates response |
| Teachers & Staff | Guide and supervise students; take attendance at assembly points |
| Security / Safety Officer | Ensure exits are clear, utilities are controlled, and property is secured |

4. Evacuation Procedure

a. Alarm Activation

- Sounded via siren or PA system.

b. Evacuation Steps

1. Cease all activities immediately.
2. Use designated exits — no elevators.
3. Proceed to assigned assembly points in a calm, orderly manner.

c. Assembly & Attendance

- Teachers conduct a roll call and report missing individuals to the Emergency Head.

d. Await Instructions

- Remain at assembly until clearance is given by the Emergency Officer or authorities.

5. Disaster-Specific Protocols**Fire**

- Use fire extinguishers only if trained and safe.
- Evacuate immediately via fire exits.

Earthquake

- Drop, Cover, and Hold until shaking stops.
- Then evacuate carefully to open areas.

Flood / Storm

- Move to higher floors or designated safe rooms.
- Disconnect electrical equipment.

Bomb Threat / Intruder

- Lockdown: lock doors, stay quiet, hide from sight.
- Await official all-clear.

Chemical Spill

- Evacuate and isolate the area.
- Report to Safety Officer immediately.

6. Communication Plan

- The Principal or designated staff will communicate with:
 - Parents and guardians
 - Emergency services
 - Local authorities
- Emergency contact lists are to be maintained and reviewed quarterly.

7. Training and Drills

- Conduct drills for fire, lockdown, and earthquake at least twice annually.
- Provide mandatory annual training for all staff on emergency protocols.
- Review performance after drills and document improvements.

8. Emergency Contact Directory

| Emergency Service | Contact Number |
|--------------------------|-----------------------|
| Fire Department | 101 |
| Police Station | 100 |
| Ambulance Services | 108 |
| Childline | 1098 |

(To be printed and posted in all classrooms and key locations.)

9. Post-Disaster Support and Recovery

- Psychological First Aid (PFA) for affected students and staff.
- Temporary arrangements for continuing classes if infrastructure is damaged.
- Ongoing communication with parents and recovery stakeholders.

10. Monitoring and Review

- Safety team reviews each drill or incident response for effectiveness.
- Emergency protocol and contact information are updated annually or as needed.

11. Document Control

| VERSION | DATE | DESCRIPTION | APPROVED BY |
|----------------|-------------|-----------------------|--------------------|
| 1.0 | 13-05-2025 | Initial Formalisation | Trustee Board |